



November 1, 2004

**National Crime Information Center (NCIC)
TECHNICAL AND OPERATIONAL UPDATE (TOU) 04-3**

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SECTION 1 -- MESSAGE TO CJIS SYSTEMS OFFICERS

Section 2.1 contains information on retaining missing person records in NCIC when missing persons have been identified against partial body parts and/or DNA evidence.

Section 2.2 provides information on the modification of search criteria to match on the exact DOB in NCIC Person Files.

Section 2.3 involves changes to the NCIC VGTOF.

Section 2.4 provides information on a modification in entering juveniles in the Missing Person File.

Section 2.5 contains information on the name change and the addition of new information in the Deported Felon File.

Section 3 contains additions to the Article Data Codes in the *NCIC 2000 Code Manual* (December 2000).

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Any questions concerning the *NCIC 2000 Operating Manual* (December 1999), *NCIC 2000 Code Manual* (December 2000), or the distribution of TOUs should be directed to the Communications Unit at (304) 625-4995.

TOUs are also available via the Internet on Law Enforcement OnLine (LEO) at www.leo.gov/lesig/cjis/programs/ncic/tous/index.shtml. Users with questions concerning access to LEO should contact the LEO Program Office at (202) 324-8833.

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SECTION 2 -- SYSTEM CHANGES

2.1 RETENTION OF MISSING PERSON RECORDS IN NCIC WHEN MISSING PERSONS HAVE BEEN IDENTIFIED BY PARTIAL BODY PARTS AND/OR DEOXYRIBONUCLEIC ACID (DNA) EVIDENCE

AFFECTED BY CHANGE:

**Introduction
Missing Person**

EFFECTIVE DATE:

Immediately

Background

When law enforcement identifies human remains as those of an individual entered into the NCIC Missing Person File, the system notifies the entering agency and that agency typically removes the record from NCIC because the location of the person is no longer unknown. However, if not all of the person's body parts are recovered at the time of the identification, the possibility exists that the remaining body parts may be located at a later date, possibly in different locations or jurisdictions. If the entering agency removed the record from NCIC, law enforcement would have no means of linking subsequently recovered body parts to the identified missing person.

Currently, NCIC policy permits a missing person record to remain in the system after positive identification by partial recovered body parts. Therefore, agencies are advised that if the subject of an NCIC missing person record has been positively identified by partial body parts, **and a sufficient amount of the body is still missing to facilitate a match against the missing person record when inquired upon**, the entering agency may instruct the inquiring agency not to place a locate on the missing person record. This will cause the record to remain in NCIC for future positive identification in the event additional body parts are recovered. In the MIS Field, the entering ORI should list the body parts that were recovered. The FBI is researching the potential of extending this policy change to include the Unidentified Person File.

NCIC 2000 OPERATING MANUAL CHANGES

Additions to the *NCIC 2000 Operating Manual* are indicated by **highlighting** and deletions are indicated by ~~strikeout~~.

INTRODUCTION

SECTION 3.5 -- HIT CONFIRMATION PROCEDURES

1. Any agency which receives a record(s) in response to an NCIC-2000 inquiry must confirm the hit on any record(s) which appears to have been entered for the person or property inquired upon prior to taking any of the following actions based upon the hit NCIC record: 1) arresting the wanted person, 2) detaining the missing person, 3) seizing the stolen property, or 4) charging the subject with violating a

protection order. Additionally, an agency detaining an individual on local charges where the individual appears identical to the subject of the wanted person record and is within the geographical area of extradition must confirm the hit.

Confirming a hit means to contact the agency that entered the record to:

1. Ensure that the person or property inquired upon is identical to the person or property identified in the record;
2. Ensure that the warrant, missing person report, protection order, or theft report is still outstanding; and
3. Obtain a decision regarding: 1) the extradition of a wanted person when applicable, 2) information regarding the return of the missing person to the appropriate authorities, 3) information regarding the return of stolen property to its rightful owner, or 4) information regarding the terms, conditions, and service of a protection order.
4. **Determine if the entering agency wants the record to be located when the missing person was identified by partial body parts.**

2. Hit confirmation procedure is based on two levels of priority: Urgent and Routine.

Priority 1: Urgent

The hit must be confirmed within 10 minutes. In those instances where the hit is the only basis for detaining a suspect or the nature of a case requires urgent confirmation of a hit, priority 1 should be specified.

Priority 2: Routine

The hit must be confirmed within 1 hour. Generally, this priority will be used when the person is being held on local charges, property has been located under circumstances where immediate action is not necessary, or an urgent confirmation is not required.

3. After establishing the priority level, the agency should then follow these procedures:
 1. Upon receipt of a hit confirmation request, the ORI of the record must furnish a substantive response within the designated time frame, i.e., a positive or negative confirmation or notice of the specific amount of time necessary to confirm or reject.

SECTION 2 -- SYSTEM CHANGES

2. If the agency requesting confirmation does not receive a substantive response within the designated time frame, the agency should generate a second request with a copy to its ~~CTO/SC~~ **CSO** and to the ~~CTO/SC~~ **CSO** of the agency that originated the record. The ~~CTO~~ **CSO** (or his/her designee) of the originating agency will initiate appropriate action to ensure proper response to a hit confirmation request and to comply to System standards. The ~~CTO~~ **CSO** action must include canceling the record.
3. If the agency still fails to receive a response, the agency should then notify the NCIC Quality Control staff by a third message with a copy to the ~~CTAs~~ **CSAs** involved. Failure on the part of any ~~CTA~~ **CSA** to ensure such compliance will be brought to the attention of the APB.
4. The National Law Enforcement Telecommunications System, Inc. (NLETS) is the recommended network for hit confirmation. Even if the initial confirmation is handled via telephone, NLETS should be used for documentation. NLETS has created an inquiry (YQ) and a response (YR) format for hit confirmation.

Responsibilities for the hit confirmation process are shared between the agency that received the hit and the agency that enters the record.

5. Every agency upon taking a person into custody, **identifying a missing person**, or acquiring property, after confirming the hit, must place a locate on the corresponding NCIC record(s).

Exception: If the missing person has been positively identified by partial body parts, the locating agency should determine if the entering agency wants the record to be located. The record may remain in NCIC for future positive identification in the event additional body parts are subsequently recovered.

MISSING PERSON FILE

SECTION 1.6 -- RECORD RETENTION PERIOD

A missing person record is retained indefinitely until action is taken by the originating agency to cancel or clear the record or until a locate is placed against the record.

Exceptions:

1. An exception to record retention will occur in the event a serious error is detected in the record on file. Additional information concerning the serious error program can be found in the Introduction chapter of this manual.
2. **When a missing person has been positively identified by partial body parts, the entering agency may maintain the NCIC record for future identification in the event additional body parts are recovered.**

SECTION 2.6 -- MESSAGE FIELD CODE EDITS FOR ENTRY

4. MISCELLANEOUS (MIS) DATA
 1. If a caution indicator is used in the message key, the reason for the caution must be entered as the first item in the MIS Field (NCIC format only). An exception occurs when SVIN is entered first in the MIS Field to disable vehicle edits when an OAN, state-assigned, or nonconforming 17-character VIN is entered.
 2. Aliases, vehicular data, dates of birth, Social Security numbers, and operator's license numbers should not be entered in the MIS Field. All additional searchable data should be entered in a supplemental record (MKE/EMN), illustrated and explained in Section 8 of this chapter, as this procedure increases the chances of a hit on the record. Nicknames (monikers) are to be entered in the MIS Field, not in the Alias Field, of the missing person record.
 3. The types of information that should be included in the MIS Field are:
 1. Clothing description (size, color, style, laundry marks)
 2. Shoes (size, style, color)
 3. Smoker (pipe, cigar, cigarette; brand)
 4. Tobacco chewer (brand)
 5. Fingernails (polish, length, biter)
 6. Possible destination
 7. Amount of money in possession
 8. Medication in possession
 9. Left handed
 10. Right handed

11. Explanation/description of scars, marks, tattoos, and physical characteristics
 12. Conditions under which a juvenile is listed as missing
 13. Child is missing under suspicious circumstances, and/or child is believed to be in a life-threatening situation
 - 14. Missing body parts recovered**
4. In the event of a criminal kidnapping of a juvenile by the noncustodial mother, it is recommended that the mother's maiden name be entered as a possible alias and the following information be added to the MIS Field: CHILD IS MISSING UNDER SUSPICIOUS CIRCUMSTANCES and/or CHILD IS BELIEVED TO BE IN A LIFE-THREATENING SITUATION. The mother's maiden name should also be entered if it is believed that a runaway juvenile is trying to avoid identification.
 5. A missing person record and any other record should be cross-referenced in the MIS Field if more than one record pertains to the same case. For example, the MIS Field of two missing persons reported missing from the same scene may include MAY BE ACCOMPANIED BY MISSING FRIEND-SEE NIC/M123456789, and the other record may contain a similar statement.
 6. An ORI can request notification each time its record is hit, regardless of whether the person's whereabouts is known. The entering agency should place NOAH in the MIS Field for NCIC-formatted messages only. The same effect is accomplished by using the NOA Field in NCIC 2000-formatted messages.
 - 7. When a missing person record for an individual that was previously identified by partial recovered body parts is left active, the entering agency should list the body parts that were recovered in the MIS Field.**

SECTION 5.11 -- PROCEDURES FOR HANDLING A HIT

- 4. If the missing person is identified by partial body parts, the inquiring agency should determine if the entering agency wants the record to be located.**

SECTION 6.1 -- WHEN TO USE A LOCATE MESSAGE

Any agency, except the agency that entered the record, that finds a person who is indexed in an NCIC 2000 Missing Person File ~~must~~ **should** place a locate message on the missing person record. When an agency receives a record or multiple records in response to an inquiry, the inquiring agency must contact the ORI of each record possibly identical with the person in question to confirm the hit. Following confirmation with the originating agency, a locate message ~~must~~ **should** be transmitted for each record on file for the individual ~~unless otherwise advised by the entering agency~~.

DO NOT transmit a locate message on the missing person record of a child removed from the United States and located in another country until the child has been returned or the issue of return has been resolved.

2.2 MODIFICATION OF SEARCH CRITERIA TO MATCH ON THE EXACT DATE OF BIRTH (DOB) IN NCIC PERSON FILES

AFFECTED BY CHANGE:

**Introduction
Missing Person File
Protection Order File
Convicted Sexual Offender
Registry File
Violent Gang and Terrorist
Organization File
Wanted Person File**

EFFECTIVE DATE:

August 2004

Background

The current search criteria for the DOB Field in the NCIC Person Files enable NCIC to hit on records with the exact month, exact day, and plus or minus one year on the year of birth. The June 2003 Criminal Justice Information Services (CJIS) Advisory Policy Board (APB) approved a proposal to modify the NCIC Person Files inquiry search criteria to enable NCIC to match only records on the exact day, exact month, and exact year of birth for the DOB Field. This will reduce the number of hits in an NCIC inquiry.

NCIC 2000 OPERATING MANUAL CHANGES

Additions to the *NCIC 2000 Operating Manual* are indicated by **highlighting** and deletions are indicated by ~~strikeouts~~.

INTRODUCTION

SECTION 3.9 -- NAME MATCHING

1. The technique used to match the name in an inquiry with the name in a record on file in NCIC 2000 is called the New York State Identification and Intelligence System (NYSIIS). NYSIIS coding is used in the Name (NAM), Alias (AKA) and Protected Person Name (PPN) Fields of the person files and the Owner (OWN) Field of the Securities File where the owner is an individual. When the inquiry includes both NAM and DOB, primary hits are determined by using a phonetic encoding of the last name and an exact match on the input month, **and day, and year** of birth ~~and a range of plus or minus 1 year on the input year of birth~~. An extended NYSIIS algorithm is used.

CONVICTED SEXUAL OFFENDER REGISTRY FILE

SECTION 5.5 -- ADDITIONAL GUIDELINES FOR INQUIRY

1. When the inquiry contains a NAM and complete DOB as the only numeric identifier, the date of birth in the inquiry must match the ~~exact~~ date of birth in a record ~~plus or minus 1 year on the year of birth~~ before a record will be retrieved. When the subject of the inquiry uses more than one DOB, the person's name should be checked using each available birth date. NCIC-2000 will search for all matching records that contain the same ~~exact~~ DOB ~~plus or minus 1 year from the year of birth~~ and a surname that is a New York State Identification and Intelligence System (NYSIS) match to the surname in the inquiry.

MISSING PERSON FILE

SECTION 5.8 -- ADDITIONAL GUIDELINES FOR UNIQUE IDENTIFIER INQUIRY

1. When the inquiry contains a NAM and complete DOB as the only numeric identifier, the date of birth in the inquiry must match the ~~exact~~ date of birth in a record ~~plus or minus 1 year on the year of birth~~ before a record will be retrieved. When the subject of the inquiry uses more than one DOB, the person's name should be checked using each available birth date. NCIC-2000 will search for all matching records that contain the same ~~exact~~ DOB ~~plus or minus 1 year on the date of birth~~ and a surname that is a NYSIS match to the surname in the inquiry.

PROTECTION ORDER FILE

SECTION 5.3 -- REQUIREMENTS FOR AN INQUIRY

1. An inquiry of the Protection Order File may be made by name and one, more than one, or all of the following alphanumeric identifiers: complete DOB (including year, month, and day), FBI, MNU, SOC, and OLN, with each data element preceded by the proper MFC. Additionally, inquiries may be made using vehicle data, NAM and OCA only, NAM and PNO only, or NIC only, with each data element preceded by the proper MFC.

Note: Exact spelling of the name as contained in the entry is required when inquiring with only NAM and OCA or NAM and PNO. An inquiry with NAM and DOB will also search the PPN and PPB Fields, respectively. Additionally, an inquiry with SOC will search the PSN Field.

2. When the inquiry contains a NAM and complete DOB as the only numeric identifier, the date of birth in the inquiry must match the ~~exact~~ date of birth in a record ~~plus or minus one year of birth~~ before a record will be retrieved. When the subject of the inquiry uses more than one DOB, the person's name should be checked using each

available birth date. NCIC-2000 will search for all matching records that contain the ~~same exact~~ **exact** DOB ~~plus or minus one year on the year of birth~~ and a surname that is a New York State Identification and Intelligence System match to the surname in the inquiry.

Sex and race should be included to minimize multiple hits by limiting the scope of the name search. Including sex will cause NCIC-2000 to search only those records containing the same SEX code as the SEX code in the inquiry. Also, the inclusion of race in an inquiry can limit the search made by NCIC-2000. A list of the Race Field codes and the race codes that will be searched when each is included in an inquiry follows.

VIOLENT GANG AND TERRORIST ORGANIZATION FILE

SECTION 13.4 -- ADDITIONAL GUIDELINES FOR GMC INQUIRY

1. When the inquiry contains NAM and complete DOB as the only numeric identifier, the date of birth in the inquiry must match the ~~exact~~ **exact** date of birth in a record ~~plus or minus one year on the year of birth~~ before a record will be retrieved. When the subject of the inquiry uses more than one DOB, the person's name should be checked using each available birth date. NCIC-2000 will search for all matching records that contain the ~~same exact~~ **exact** DOB ~~plus or minus one year on the year of birth~~ and a surname that is a New York State Identification and Intelligence System match to the surname in the inquiry.

WANTED PERSON FILE

SECTION 5.4 -- ADDITIONAL GUIDELINES FOR INQUIRY

1. When only one numeric identifier is used in a Wanted Person File inquiry, the response will include only the record on file containing that specific numeric identifier. For example, if an inquiry contains only the Social Security number, the response(s) will include records on file with that Social Security number even though there may be other records on file for the same individual which do not contain that particular number.
2. An agency making an inquiry with limited personal descriptors should make a second inquiry using all available identifiers contained in the response record to ensure the receipt of all records on file which could possibly pertain to the person in question.
3. An NCIC-2000 inquiry containing a DOB will search on the exact ~~date month and day of birth~~ **date** ~~plus or minus 1 year on the year of birth~~; therefore, additional inquiries may be made varying the year. Some state systems employ a search method to automatically extend the search parameter to a period before and after the DOB in the inquiry (e.g., plus or minus 5 years). If a record from the state system is received via this search method, the new DOB should be used in an NCIC-2000 inquiry.

4. If a positive response (hit) includes vehicle or license plate data in the wanted person record, the Vehicle File should be queried to ascertain if the vehicle and/or license plate is stolen.
5. Currently, all names and dates of birth are cross-indexed so as to produce a hit regardless of the name and date of birth combination used in an inquiry message. To preclude the illogical association of a S/F name with a true date of birth, the NCIC 2000 System will not cross-index S/F names and dates of birth with base record names and dates of birth or supplemental aliases and dates of birth.

If the only numerical identifier being entered into the record is a DOB, then both the NAM and DOB must be entered as the same type of identifier, i.e., either both must be entered as a base record NAM and DOB or both must be entered as a S/F NAM and DOB.

6. When the inquiry contains a NAM and complete DOB as the only numeric identifier, the date of birth in the inquiry must match the ~~exact~~ date of birth in a record ~~plus or minus 1 year on the birth~~ before a record will be retrieved.

When the subject of the inquiry uses more than one DOB, the person's name should be checked using each available birth date. NCIC-2000 will search for all matching records that contain the same ~~exact~~ DOB ~~plus or minus one year on the year of birth~~ and a surname that is a phonetic match to the surname in the inquiry.

2.3 CHANGES TO THE NCIC VIOLENT GANG AND TERRORIST ORGANIZATION FILE (VGTOF)

AFFECTED BY CHANGE:

Violent Gang and Terrorist
Organization File

EFFECTIVE DATE:

Immediately

Background

In January 2004, the FBI's Counterterrorism Division, in order to better describe their entries, requested that the CJIS Division add two new codes to the Criteria for Entry (ECR) Field. In response to this request, the CJIS Division has added Code G for a terrorist acting alone and Code H for a subject that is suspected or believed to be associated with terrorism or a terrorist organization. Both codes may be used alone or in combination with any other ECR Field code. These codes should be used for terrorist subject entries only.

NCIC 2000 OPERATING MANUAL CHANGES

Additions to the *NCIC 2000 Operating Manual* Introduction are indicated by **highlighting** and deletions are indicated by ~~strikeout~~.

SECTION 9.7 -- GMC MESSAGE FIELD CODES AND EDITS

Code	Field	Edits
ECR	Criteria for Entry	The ECR Field must have one of the following designations: A, AB, AC, AD, AE, BC, BD, BE, BF, CD, CE, CF, DE, DF, or EF , AG, BG, CG, DG, EG, FG, G, AH, BH, CH, DH, EH, FH, GH, or H.

SECTION 10.5 -- MESSAGE FIELD CODE EDITS FOR GMC ENTRY

2. ECR FIELD

The ECR Field is mandatory and must have one of the following designations: A, BC, BD, BE, BF, CD, CE, CF, DE, DF, ~~or EF~~, **AG, BG, CG, DG, EG, FG, G, AH, BH, CH, DH, EH, FH, GH, or H.** The designations AB, AC, AD, AE, and AF, **AG, BG, CG, DG, EG, FG, AH, BH, CH, DH, EH, FH and GH** can be used, but are optional because criteria A, **G, and H** may support entry on ~~its~~ **their** own. The designators listed below are consistent with the criteria required for entry of a GMC record:

- A. Self-admitted group membership at time of arrest or incarceration.
- B. Identified as a group member by a reliable informant or individual.
- C. Corroborated identification as a group member by an informant or individual of unknown reliability.

SECTION 2 -- SYSTEM CHANGES

- D. Frequents a documented group's area, associated with known group members, and/or affects group dress, hand signals, tattoos, or symbols.
- E. Has been arrested with known group members for offenses consistent with group activity.
- F. Self-admitted group membership (at any time other than arrest or incarceration.

The following codes should be used for terrorist subject entries only:

G. Terrorist acting alone.

H. Subject is suspected or believed to be associated with terrorism or a terrorist organization.

2.4 MODIFICATIONS TO THE MISSING PERSON FILE FOR THE ENTRY OF JUVENILES

AFFECTED BY CHANGE:

Missing Person File

EFFECTIVE DATE:

August 1, 2004

Background

On April 7, 2003, the United States Congress enacted Suzanne's Law, which modified Title 42, United States Code (U.S.C.), Section 5779(a). This law requires agencies to immediately enter records into the NCIC Missing Person File for missing individuals **under the age of 21**. Previously, immediate entry was required for individuals under the age of 18.

Note: When an agency enters an emancipated individual under 21 years of age in the Juvenile category, the message key translation indicates "Emancipated Juvenile." No data remediation will be performed on records for individuals under 21 currently residing in the Other category.

NCIC 2000 OPERATING MANUAL CHANGES

Additions to the *NCIC 2000 Operating Manual* are indicated by **highlighting** and deletions are indicated by ~~strikeout~~.

MISSING PERSON FILE

SECTION 1.1 -- CRITERIA FOR ENTRY

1. **Disability** (MKE*/EMD): a person of any age who is missing and under proven physical/mental disability or is senile, thereby subjecting him/herself or others to personal and immediate danger.
2. **Endangered** (MKE/EME): a person of any age who is missing under circumstances indicating that his/her physical safety may be in danger.
3. **Involuntary** (MKE/EMI): a person of any age who is missing under circumstances indicating that the disappearance may not have been voluntary, i.e., abduction or kidnapping.
4. **Juvenile** (MKE/EMJ): a person under the age of ~~18~~ **21** who is missing and does not meet any of the entry criteria set forth in 1, 2, 3, or 5.
5. **Catastrophe Victim** (MKE/EMV): a person of any age who is missing after a catastrophe.
6. **Other** (MKE/EMO): a person ~~over the age of 18~~ **21 and older** not meeting the criteria for entry in any other category who is missing and for whom there is a reasonable concern for his/her safety (NCIC 2000 format only).

SECTION 1.2 -- ENTRY OF A MISSING EMANCIPATED PERSON (ADULT) RECORD

A record for a missing person who is ~~over the age of 18~~ **21 and over** may be entered in the Missing Person File provided the entering agency has signed documentation in its possession supporting the stated conditions under which the person is declared missing. This written documentation will aid in the protection of the individual's right to privacy.

The INTERPOL USNCB may enter records for persons missing from Hague and non-Hague Convention countries into the NCIC Missing Person File when substantive investigative evidence exists indicating that the subject is now in the United States.

In the absence of documentation from a parent, legal guardian, next of kin, physician, or other authoritative source, including friend or neighbor in unusual circumstances, or when such documentation is not reasonably attainable, a signed report by the investigating officer will suffice.

SECTION 1.3 -- ENTRY OF A MISSING UNEMANCIPATED PERSON (CHILD) RECORD

A record for a missing person who is under the age of ~~18~~ **21** should be immediately entered into NCIC 2000 using one of the appropriate categories (Disability, Endangered, Involuntary, Juvenile, or Catastrophe Victim). A missing person report filed with an agency is sufficient documentation for entering a juvenile in the NCIC 2000 Missing Person File.

The INTERPOL USNCB may enter records for children abducted from Hague and non-Hague Convention countries into the NCIC Missing Person File when substantive investigative evidence exists indicating that the subject is now in the United States.

SECTION 1.9 -- MESSAGE FIELD CODES AND EDITS

Code	Field	Edits
DOE	Date of Emancipation	Must be a valid Gregorian date (YYYYMMDD). The DOE must be later than the current date , but not less than 12 years and not more than 21 years later than the DOB. The DOE is mandatory when the MKE is EMJ. If the MKE is not EMJ or EMJC, the DOE must be left blank.
MNP	Missing Person	If the MKE is EMD, EMJ, or EMO, the MNP Field must be MP. If MKE is EMV, the MNP Field must be DV. If the MKE is EME or EMI, the MNP must be either MP or CA. In an entry transaction, if MNP is CA, victim's age must be under 18 21 years of age - current year minus year of birth. In all subsequent

updates, if MNP is CA, victim's age must be under ~~18~~
21 years of age - record date of entry minus year of
birth. If MNP is CA, then DOB must be filled with a
valid Gregorian date.

SECTION 2.6 -- MESSAGE FIELD CODE EDITS FOR ENTRY

8. MISSING PERSON (MNP)

The MNP Field is mandatory for all entries. If the MKE is EMD, EMJ, or EMO, the MNP Field must be MP (Missing Person). If the MKE is EMV, the MNP must be DV (Disaster Victim). If the MKE is EME or EMI, the MNP must be either MP or CA (Child Abduction).

If MNP is CA, the missing person's age must be less than ~~18~~**21** years of age. The CA is to be used in the MNP Field when there is reasonable indication or suspicion that a child has been abducted and/or is missing under circumstances suggesting foul play or a threat to life. While the CA code is discretionary, every effort should be made to use the code when the criteria are met. The use of this code will give the FBI's National Center for the Analysis of Violent Crime (NCAVC) and Strategic Information and Operations Center (SIOC), and the National Center for Missing and Exploited Children (NCMEC) notification of urgent cases and enable them to provide assistance if needed.

2.5 NAME CHANGE OF THE NCIC DEPORTED FELON FILE TO THE IMMIGRATION VIOLATOR FILE AND ADDITION OF NEW CATEGORIES, CAVEATS, AND OFFENSE CODES

AFFECTED BY CHANGE: **Deported Felon File**

EFFECTIVE DATE: **August 25, 2003**

Background

At the December 2002 CJIS APB meeting, the APB approved restructuring the NCIC Deported Felon File to accommodate the entry of foreign-born individuals who have violated some section of the Immigration and Nationality Act. Specifically, the APB approved changing the name of the file and creating three categories of offenders, each with a unique caveat, Message Key translation, and offense code.

On August 19, 2003, all Control Terminal Officers and Federal Service Coordinators (now called CJIS System Officers) were notified to alert NCIC users of enhancements to the NCIC Deported Felon File and that changes, including necessary data remediation, would be implemented on August 25, 2003.

System Change

The Deported Felon File has been renamed the Immigration Violator File. The file contains three categories of offenders: Deported Felon, Absconder, and National Security Entry-Exit Registration System (NSEERS).

NCIC 2000 OPERATING MANUAL CHANGES

The Deported Felon File has been renamed the Immigration Violator File. All occurrences of Deported Felon(s) found within the *NCIC 2000 Operating Manual* and Technical and Operational Updates should be changed to Immigration Violator(s). A revised copy of the Immigration Violator File is attached to this TOU in its entirety **without** highlighting or strikeouts.

SECTION 3 –NCIC 2000 CODE MANUAL UPDATES

BOAT DATA CODES

The following should be added to:

Section 4.2 BMA AND BRA FIELD CODES

Effective Date: Immediately

Make	Code
Heritage Kayaks	HKW
Quessy Canoes, Inc.	QDQ
Suzuki Marine	ZZG

Section 4.3 BMA AND BRA FIELD CODES ALPHABETICALLY BY CODE

Effective Date: Immediately

Code	Manufacturer
HKW	Heritage Kayaks
QDQ	Quessy Canoes, Inc.
ZZG	Suzuki Marine

GUN DATA CODES

The following should be added to:

Section 1.5 MAKE FIELD CODES ALPHABETICALLY BY MANUFACTURER

Effective Date: Immediately

Make, Brand, Model, or Trademark	Country	Code	Reference
Alexander Arms	US	AXA	Radford, VA
Arsenal USA, LLC	US	ASL	Houston, TX
Ata Arms	TY	ATM	Istanbul, Turkey
Caesar Guerini	IT	CGI	Brescia, Italy
JLD Enterprises	US	JLD	Farmington, CT
R B Rodda	EN	ROD	Birmingham, England

SECTION 3 - NCIC 2000 CODE MANUAL UPDATES

Make, Brand, Model, or Trademark	Country	Code	Reference
Royster Armament	US	RYA	Englewood, CO
Stillers Precision Firearms	US	STF	Wyle, TX
Valkyrie Arms, Ltd.	US	VLK	Elma, WA
Virgin Valley Custom Guns	US	VVC	Hurricane, UT
Watson Brothers	EN	WSN	London, England

Section 1.6 MAKE FIELD CODES ALPHABETICALLY BY CODE

Effective Date: Immediately

CODE	Make, Brand, Model, or Trademark
ASL	Arsenal USA, LLC
ATM	Ata Arms
AXA	Alexander Arms
CGI	Caesar Guerini
JLD	JLD Enterprises
ROD	R B Rodda
RYA	Royster Armament
STF	Stillers Precision Firearms
VLK	Valkyrie Arms, Ltd.
VVC	Virgin Valley Custom Guns
WSN	Watson Brothers

VEHICLE DATA CODES**Correction(s) to TOU 03-4**

The following is a correction to TOU 03-4, page 3-6, Section 2.2 VMA, BRA, VMO, AND VST FIELD CODES FOR AUTOMOBILES, LIGHT-DUTY VANS, LIGHT-DUTY TRUCKS AND PARTS. The correction is to the **VMO only**; there are no changes to the remaining fields. The correction should read as follows:

MAKE	VMA	VMO	VST
Rolls-Royce	ROL	PHA	4D

The following are corrections to page 3-7, Section 2.5 VMA AND BRA FOR MOTORCYCLES AND MOTORCYCLE PARTS and page 3-14, Section 2.9 VMA AND BRA CODES ALPHABETICALLY BY CODE. These corrections are to the **CODE only**; there are no changes to the remaining fields. The correction should read as follows:

MAKE	VMA
Kinetic	KNTC

CODE	MANUFACTURER
KNTC	Kinetic

The following should be added to:

**Section 2.2 VMA, BRA, VMO AND VST FIELD CODES FOR AUTOMOBILES,
LIGHT-DUTY VANS, LIGHT-DUTY TRUCKS AND PARTS
Effective Date: Immediately**

MAKE	VMA	VMO	VST
Antique & Collectible Autos, Inc.	ACAI		
Audi	AUDI		
RS6		RS6	SD, SW
BMW	BMW		
545i		545	4D
645		645	2D
X3		X3	LL
Buick	BUIC		
Allure		ALR	SD
Lacrosse		LCR	SD
Terraza		TRZ	VN

SECTION 3 - NCIC 2000 CODE MANUAL UPDATES

MAKE	VMA	VMO	VST
Chevrolet	CHEV		
Classic		CLA	SD
Cobalt		CBT	SD
Epica, LS & LT		EPI	SD
Equinox		EQX	LL
Malibu Maxx		MAL	SD
Matiz		MTZ	SD
Optra		OPT	SD
Uplander (Crossover Sport Van)		UPL	VN
U100 (Joint Venture w/Daewoo)		U10	SD
Daewoo	DAEW		
U100 (Joint Venture w/Chevrolet)		U10	SD
Dodge	DODG		
Sprinter		SPR	VN
Ferrari	FERR		
Enzo		ENZ	2D
Ford	FORD		
GT		GT	2D
Hyundai	HYUN		
Atos		ATO	4D
Infiniti	INFI		
QX56		Q56	LL
Lamborghini	LAMO		
Gallardo		GAL	2D
Lexus	LEXS		
ES330		330	SD
Maybach (Brand within Mercedes-Benz)	MAYB		SD
Mercedes-Benz	MERZ		
SLR McLaren		SLR	SD
Nissan	NISS		
Pathfinder (Armada)		PTH	LL

SECTION 3 - NCIC 2000 CODE MANUAL UPDATES

MAKE	VMA	VMO	VST
Pontiac	PONT		
G6		G6	SD
Matiz		MTZ	SD
Pursuit		PUR	SD
Saturn	STRN		
Relay		RLY	VN
Scion	SCIO		
TC		TC	2D
Sprinter	SPNR		VN
Superformance International (Maker of replica vehicles)	SUPF		
Suzuki	SUZI		
Forenza (S, EX, LX)		FNZ	4D
Verona		VRN	4D
Volkswagen	VOLK		
R32		R32	SD
Volvo	VOLV		
V50 (Sport Wagon)		V50	SW

Section 2.3 VMA AND BRA FIELD CODES FOR CONSTRUCTION EQUIPMENT AND CONSTRUCTION EQUIPMENT PARTS
Effective Date: Immediately

Make	Code	References
Attachment Technologies, Inc. (ATI)	ATCH	Construction Equipment Attachments

Section 2.4 VMA AND BRA FIELD CODES FOR FARM AND GARDEN EQUIPMENT AND FARM PARTS
Effective Date: Immediately

Make	Code	References
Lesco, Inc.	LESC	Turf Equipment

**Section 2.5 VMA AND BRA FIELD CODES FOR MOTORCYCLES AND
MOTORCYCLE PARTS**
Effective Date: Immediately

Make	VMA
China Jiangmen Group Co., Ltd.	CJGC
Electric Vehicle Technologies	ELVT
Kannon Motorcycles, LLC or SJH Mfg., Inc.	KANN
Meitian Motorcycle Co., Ltd. or Shanghai Meitian Motorcycle Co., Ltd.	MEIT
Mod Cycles Corp.	MOCY
Pagsta	PAGS
Pro One	PRNE
Rolling Thunder	ROLT
Shanghai Meitian Motorcycle Co., Ltd. or Meitian Motorcycle Co., Ltd.	MEIT
SJH Manufacturing, Inc. or Kannon Motorcycles, LLC	KANN

Section 2.7 VMA AND BRA FIELD CODES FOR TRAILERS AND TRAILER PARTS
Effective Date: Immediately

Make	Code	References
Armor Mobile Systems, Inc.	ARMR	Cincinnati, OH
AZTX or Az-Tex Trailers	AZTX	
Baja Custom Trailers	BJAA	
Chatham Enterprises Custom Mfg. & Sales	CHTM	Kathleen, GA
Contrail International	CTRI	Chicago, IL and Germany
Corey Enterprises, Inc.	CORY	La Grange, ME
Dargo Mfg.	DARG	

SECTION 3 - NCIC 2000 CODE MANUAL UPDATES

Make	Code	References
Double Delight, Inc.	DBDL	Elkhart, IN
Dressen Custom Trailers, Inc.	DRSN	Dell Rapids, SD
Fabricated Alloy Building Co., LLC	FAAL	Coventry, RI
Fast Load	FSLD	Plant City, FL
Foland Enterprises	FOLA	San Diego, CA
GMR Enterprises, Inc.	GMRE	Sullivan, MO
Harben, Inc.	HRBN	Cumming, GA
Haul-A-Fame, Inc.	HLFM	Salem, OR
Kay Park-Rec Corp.	KPRC	Janesville, IA
Loadmaster Trailer Co., Ltd.	LDTC	Port Clinton, OH
Main Line, Inc.	MNLN	N. Tazewell, VA
Paiute Trailers	PAIU	Saline, UT
Rance Aluminum, Inc.	RNCE	Elkhart, IN
Road Clipper	RCLP	
Shivvers, Inc.	SHIV	Iowa
Snowbear, Ltd.	SNWB	Ontario, Canada
Southern Classic Trailer Mfg., Inc.	SOCT	Sumner, IA
Stillwater Supply Co.	STIL	Sullivan, MO
Thru-Air Trailers, LLC	THRU	West Seneca, NY
Trailmobile	TRMB	Canada and USA
Travel Supreme, Inc.	TRSU	Wakarusa, IN
Weirs Trailer Sales	WEIE	Phoenix, AZ
Wells Western Trailers	WLWE	Also see Western Recreation Mfg., Inc., Ogden, UT

SECTION 3 - NCIC 2000 CODE MANUAL UPDATES

Make	Code	References
Western Recreation Mfg., Inc.	WLWE	Also see Wells Western Trailers, Ogden, UT
Yangzhou Tonghua Semi-Trailer Co., Ltd.	YANG	China

Section 2.8 VMA AND BRA FIELD CODES FOR TRUCKS AND TRUCK PARTS
(Includes heavy-duty trucks, buses, motor homes, etc.)
Effective Date: Immediately

Make	Code	Reference
Armor Mobile Systems, Inc.	ARMR	Cincinnati, OH
Ottawa Truck, Inc.	OTWA	Ottawa, KS
Rexhall	REXH	Manufacturer of Aerbus, Rexair, Roseair, and other motorhomes
Turtle Top	TURT	Speciality transportation; Limousine, Transit Buses, and Transport Vans

Section 2.9 VMA AND BRA CODES ALPHABETICALLY BY CODE
Effective Date: Immediately

Code	Manufacturer
ACAI	Antique & Collectible Autos, Inc.
ARMR	Armor Mobile Systems, Inc.
ATCH	Attachment Technologies, Inc. (ATI)
AZTX	AZTX or Az-Tex Trailers
BJAA	Baja Custom Trailers
CHTM	Chatham Enterprises Custom Mfg. & Sales
CJGC	China Jiangmen Group Co., Ltd.
CORY	Corey Enterprises, Inc.

SECTION 3 - NCIC 2000 CODE MANUAL UPDATES

Code	Manufacturer
CTRI	Contrail International
DARG	Dargo Mfg.
DBDL	Double Delight, Inc.
DRSN	Dressen Custom Trailers, Inc.
ELVT	Electric Vehicle Technologies
FAAL	Fabricated Alloy Building Co., LLC
FOLA	Foland Enterprises
FSLD	Fast Load
GMRE	GMR Enterprises, Inc.
HLFM	Haul-A-Fame, Inc.
HRBN	Harben, Inc.
KANN	Kannon Motorcycles, LLC or SJH Mfg., Inc.
KPRC	Kay Park-Rec Corp.
LDTC	Loadmaster Trailer Co., Ltd.
LESC	Lesco, Inc.
MAYB	Maybach
MEIT	Meitian Motorcycle Co., Ltd. or Shanghai Meitian Motorcycle Co., Ltd.
MNLN	Main Line, Inc.
MOCY	Mod Cycles Corp.
OTWA	Ottawa Truck, Inc.
PAGS	Pagsta
PAIU	Paiute Trailers
PRNE	Pro One
RCLP	Road Clipper

SECTION 3 - NCIC 2000 CODE MANUAL UPDATES

Code	Manufacturer
REXH	Rexhall
RNCE	Rance Aluminum, Inc.
ROLT	Rolling Thunder
SHIV	Shivvers, Inc.
SNWB	Snowbear, Ltd.
SOCT	Southern Classic Trailer Mfg., Inc.
SPNR	Sprinter
STIL	Stillwater Supply Co.
SUPF	Superformance International
THRU	Thru-Air Trailers, LLC
TRMB	Trailmobile
TRSU	Travel Supreme, Inc.
TURT	Turtle Top
WEIE	Weirs Trailer Sales
WLWE	Wells Western Trailers; Also see Western Recreation Mfg., Inc.
YANG	Yangzhou Tonghua Semi-Trailer Co., Ltd.

Section 4 VEHICLE STYLE (VST) FIELD CODES
Effective Date: Immediately

The addition of the following Vehicle Style Codes (VST) along with the current VST codes AM-Ambulance and FT-Fire Truck will assist the criminal justice community in identifying and reporting "First Responder" vehicles for possible use in a domestic or international terrorist-related attack. The use of these new codes along with current codes will enable law enforcement to conduct Off-Line Searches for trending and analyzing data regarding stolen First Responder vehicles. The newly assigned VST codes are:

BZ - Biohazard vehicles

LV - Law Enforcement vehicles

SQ - Search and Rescue vehicles

Section 4.3 VST CODES FOR AUTOMOBILES
Effective Date: Immediately

Style	Code	Reference
Biohazard	BZ	Decontamination, Haz-Mat (hazardous materials) bomb response & disposal vehicles
Law Enforcement	LV	Police, sheriff, and other vehicles known to the public as "Law Enforcement" vehicles
Search and Rescue	SQ	

Section 4.8 VST FIELD CODES FOR TRAILERS
Effective Date: Immediately

Style	Code	Reference
Biohazard	BZ	Decontamination, Haz-Mat (hazardous materials), bomb response & disposal vehicles
Law Enforcement	LV	Police, sheriff, and other vehicles known to the public as "Law Enforcement" vehicles
Search and Rescue	SQ	

Section 4.9 VST FIELD CODES FOR TRUCKS
Effective Date: Immediately

Style	Code	Reference
Biohazard	BZ	Decontamination, Haz-Mat (hazardous materials), bomb response & disposal vehicles
Law Enforcement	LV	Police, sheriff, and other vehicles known to the public as "Law Enforcement" vehicles
Search and Rescue	SQ	

Section 4.10 VST FIELD CODES ALPHABETICALLY BY CODE
Effective Date: Immediately

Code	Style
BZ	Biohazard
LV	Law Enforcement
SQ	Search and Rescue

NCIC
IMMIGRATION VIOLATOR FILE

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NCIC
IMMIGRATION VIOLATOR FILE

SECTION 1--INTRODUCTION

1.1 DEFINITION

The Immigration Violator File contains records on criminal aliens who have been deported for drug trafficking, firearms trafficking, or serious violent crimes and on foreign-born individuals who have violated some section of the Immigration and Nationality Act. Criminal aliens who have been deported and reenter the United States without permission or remain in the United States after being ordered removed or excluded are in violation of Title 8, USC, Section 1326.

1.2 CRITERIA FOR ENTRY

1. The U.S. Department of Homeland Security's Bureau of Immigration and Customs Enforcement (ICE) is the only agency authorized to enter and maintain records in the Immigration Violator File.
2. The ICE's Law Enforcement Support Center will enter data regarding immigration violators into one of three categories: the Deported Felon Category, the Absconder Category, or the National Security Entry-Exit Registration System (NSEERS) Category.

Deported Felon Category:

The Deported Felon Category contains records of previously deported felons who have been convicted and deported for drug trafficking, firearms trafficking, or serious violent crimes.

Absconder Category:

The Absconder Category contains records of individuals with an outstanding administrative warrant of removal from the United States who have unlawfully remained in the United States.

NSEERS Category:

The NSEERS Category contains records of individuals with an outstanding administrative warrant for failure to comply with the national security registration requirements.

3. If the ICE has reasonable grounds to believe that the subject may be operating a particular vehicle or a vehicle bearing a particular license plate, the vehicle and/or license data may be included in the record.

1.3 MESSAGE KEY (MKE) CODES

Message	MKE	Translation
Entry	EW	IMMIGRATION VIOLATION - DEPORTED FELON
		IMMIGRATION VIOLATION - FAILURE TO APPEAR FOR REMOVAL
		IMMIGRATION VIOLATION - NATIONAL SECURITY REGISTRATION
Modify	MW	
Cancel	XW	
Inquiry*	QW	
	ZW	
	QWB	
	QWI	
	QV	
	ZV	
Clear	CW	
Entry of supplemental record	EN	

Entry of supplemental stolen/fraudulent identifiers	ENS
Cancellation of supplemental record	XN
Cancellation of stolen/ fraudulent identifiers	XNS

*There is no specific MKE to query the Immigration Violator File; however, a wanted person inquiry will return a hit response on this file if a match occurs.

A caution indicator should be added to the MKE EW when it is known that an immigration violator is armed and dangerous, has suicidal tendencies, has previously escaped custody, is a drug addict, or whatever is appropriate to the particular circumstances of the individual. The reason for the caution must be entered in the MIS Field (NCIC format) or in the Caution and Medical Conditions (CMC) Field (NCIC 2000 format). Additional details on the caution indicator can be found in the *NCIC Code Manual* Personal Descriptors.

1.4 RECORD RETENTION PERIOD

Immigration Violator records have an unlimited retention period. An Immigration Violator (EW) record will remain on file indefinitely or until action is taken by the ICE to clear or cancel the record.

Other exceptions to the record retention periods will occur in the event a serious error is detected in the record on file.

1.5 AUTOMATIC RETIREMENT

Data in the License Plate Number (LIC), License Plate Year of Expiration (LIY), and License Plate Type (LIT) Fields in an Immigration Violator File record or supplemental record will be purged one year after the license plate expires as indicated in the LIY Field. If the expired license plate is the only searchable identifier in the Immigration Violator File record, the entire record will be purged.

A nonexpiring license plate (LIY/NX) contained in an Immigration Violator File record will remain on file until action is taken by the ICE to remove the license data or clear or cancel the entire record.

1.6 VALIDATION

A portion of the Immigration Violator File records will be validated monthly as described in the Introduction chapter of this manual.

The Name of Validator (VLN) Field will be returned only when the requester of the record is the entering agency. For all other inquiring agencies, the VLN Field will be suppressed.

1.7 MESSAGE FIELD EDITS

Code	Field	Edits
DOW	Date of Warrant	Mandatory Blank.
OFF	Offense Code	Must be: 8003 for Deported Felon Category. 8004 for Absconder Category. 8005 for NSEERS Category.
EXL*	Extradition Limitation	Mandatory Blank.

The Wanted Person File chapter contains other pertinent message field codes and edits.

* NCIC 2000 format only.

1.8 INVESTIGATIVE INTEREST

The Other Transactions chapter of this manual contains information regarding investigative interest supplemental records in NCIC.

SECTION 2--ENTRY

The ICE is the only agency authorized to enter and maintain records in the Immigration Violator File. The mandatory fields for Immigration Violator File records are the same as those for Wanted Person File records. The entry procedures are the same as those for Wanted Person File records which are detailed in the Wanted Person File chapter.

SECTION 3--MODIFICATION

The ICE is the only agency authorized to make any modifications to an Immigration Violator File record. The modify procedures are the same as those for Wanted Person File records which are detailed in the Wanted Person File chapter.

SECTION 4--CANCELLATION

The ICE is the only agency authorized to cancel an Immigration Violator File record. The cancel procedures are the same as those for Wanted Person File records which are detailed in the Wanted Person File chapter.

SECTION 5--INQUIRY

5.1 NCIC INQUIRY PROCESSING

When an agency transmits an NCIC wanted person inquiry (QW, ZW, QWB, or QWI), the data in the Immigration Violator File are searched in addition to the data in the other NCIC person files (except the Unidentified Person File). As a result of an inquiry, a hit may be generated on an Immigration Violator File record. Additional details can be found in the Wanted Person File chapter.

5.2 EXAMPLE OF AN INQUIRY

1N01HEADER.QW.MD1012400.NAM/SMITH, JOHN.SEX/M.RAC/W.DOB/19510101

Negative Response:

1L01HEADER
MD1012400

NO NCIC WANT DOB/19510101 NAM/SMITH, JOHN SEX/M RAC/W

Positive Response Deported Felon Category:

1L01HEADER
MD1012400

WARNING REGARDING FOLLOWING RECORD - SUBJECT OF NIC/N307770847 IS A PREVIOUSLY DEPORTED FELON. CONTACT LESC AT (877) 999-5372 FOR IMMEDIATE HIT CONFIRMATION AND AVAILABILITY OF BUREAU OF IMMIGRATION AND CUSTOMS ENFORCEMENT DETAINER.

MKE/IMMIGRATION VIOLATION - DEPORTED FELON
ORI/VTINS1000 NAM/SMITH, JOHN SEX/M RAC/W POB/FN DOB/19510101
HGT/510 WGT/180 EYE/BRO HAI/BRO SKN/DRK
SMT/SC LF ARM
SOC/777010000
OFF/SUBJECT IS A DEPORTED CRIMINAL/AGGRAVATED FELON
OCA/ASD1234-T MIS/KNOWN AS JOHNNY BOY
ORI IS BUREAU OF IMMIGRATION AND CUSTOMS ENFORCEMENT, LAW ENFORCEMENT SUPPORT CENTER (877) 999-5372
NIC/N307770847 DTE/19980605 0000 EDT
*****THIS RECORD MAY BE USED ONLY BY CRIMINAL JUSTICE AGENCIES FOR CRIMINAL JUSTICE PURPOSES.
*****END OF IMMIGRATION VIOLATOR FILE RESPONSE*****

Positive Response Absconder Category:

1L01HEADER
MD1012400

WARNING REGARDING FOLLOWING RECORD - SUBJECT OF NIC/N307770847 HAS AN
OUTSTANDING ADMINISTRATIVE WARRANT OF REMOVAL FROM THE UNITED STATES.
CONTACT LESC AT (877) 999-5372 FOR IMMEDIATE HIT CONFIRMATION AND
AVAILABILITY OF BUREAU OF IMMIGRATION AND CUSTOMS ENFORCEMENT DETAINER.

MKE/IMMIGRATION VIOLATION - FAILURE TO APPEAR FOR REMOVAL
ORI/VTINS1000 NAM/SMITH, JOHN SEX/M RAC/W POB/FN DOB/19510101
HGT/510 WGT/180 EYE/BRO HAI/BRO SKN/DRK
SMT/SC LF ARM
SOC/777010000
OFF/ALIEN UNLAWFULLY PRESENT DUE TO ORDER OF REMOVAL OR EXCLUSION FROM THE USA
OCA/ASD1234-T MIS/KNOWN AS JOHNNY BOY
ORI IS BUREAU OF IMMIGRATION AND CUSTOMS ENFORCEMENT, LAW ENFORCEMENT
SUPPORT CENTER (877) 999-5372
NIC/N307770847 DTE/19980605 0000 EDT
*****THIS RECORD MAY BE USED ONLY BY CRIMINAL JUSTICE AGENCIES FOR
CRIMINAL JUSTICE PURPOSES.
*****END OF IMMIGRATION VIOLATOR FILE RESPONSE*****

Positive Response NSEERS Category:

1L01HEADER
MD1012400

WARNING REGARDING FOLLOWING RECORD - SUBJECT OF NIC/N307770847 HAS AN
OUTSTANDING ADMINISTRATIVE WARRANT OF ARREST FOR IMMIGRATION VIOLATIONS
FOR FAILURE TO COMPLY WITH NATIONAL SECURITY REGISTRATION. CONTACT LESC
AT (877) 999-5372 FOR IMMEDIATE HIT CONFIRMATION AND AVAILABILITY OF
BUREAU OF IMMIGRATION AND CUSTOMS ENFORCEMENT DETAINER.

MKE/IMMIGRATION VIOLATION - NATIONAL SECURITY REGISTRATION
ORI/VTINS1000 NAM/SMITH, JOHN SEX/M RAC/W POB/FN DOB/19510101
HGT/510 WGT/180 EYE/BRO HAI/BRO SKN/DRK
SMT/SC LF ARM
SOC/777010000
OFF/SOUGHT FOR VIOLATION OF NATIONAL SECURITY REGISTRATION
OCA/ASD1234-T MIS/KNOWN AS JOHNNY BOY
ORI IS BUREAU OF IMMIGRATION AND CUSTOMS ENFORCEMENT, LAW ENFORCEMENT
SUPPORT CENTER (877) 999-5372
NIC/N307770847 DTE/19980605 0000 EDT
*****THIS RECORD MAY BE USED ONLY BY CRIMINAL JUSTICE AGENCIES FOR
CRIMINAL JUSTICE PURPOSES.
*****END OF IMMIGRATION VIOLATOR FILE RESPONSE*****

5.3 REQUIREMENTS FOR INQUIRY

1. The capability to query only the Immigration Violator File does not exist; however, the same procedures used to search the Wanted Person File will also search the Immigration Violator File. Complete details can be found in the Wanted Person File chapter.
2. In a positive response, Wanted Person and Foreign Fugitive File records appear first, followed by records from the Missing Person, Violent Gang and Terrorist Organization, Convicted Sexual Offender Registry, Convicted Person on Supervised Release, Immigration Violator, Protection Order, U. S. Secret Service Protective, License Plate, Vehicle, Boat, and Vehicle/Boat Part Files. Complete details can be found in the Wanted Person File chapter.
3. As a part of a positive Immigration Violator File response, the receiving agency is warned against action based on the positive response alone.
4. The Immigration Violator File is based on criminal history information and is subject to dissemination restrictions. A caveat at the end of each record response emphasizes to record recipients that the record may be disseminated only to criminal justice agencies for criminal justice purposes.

5.4 ADDITIONAL GUIDELINES FOR INQUIRY

1. When only one numeric identifier is used in an inquiry, the response(s) will include the record(s) on file containing that specific numeric identifier. For example, if an inquiry contains only the Social Security number, the response will include the record(s) on file with that Social Security number even though there may be other records on file for the same individual which do not contain that particular number.
2. Following a positive response to an inquiry with limited personal descriptors, an agency should make a second inquiry using all identifiers contained in the response record(s). The second inquiry should ensure the receipt of all records which could possibly pertain to the person in question.
3. A response to an inquiry of the Immigration Violator File can contain supplemental data on stolen/fraudulent identifiers: names, dates of birth, Social Security numbers, miscellaneous numbers, and operator's license numbers. Complete details can be found in the Wanted Person File chapter.

5.5 INQUIRY USING VEHICULAR DATA

A QV, ZV, QW, or ZW inquiry by license plate number or vehicle identification number will retrieve all person files as well as the Immigration Violator File in which the vehicle and/or license has been entered. Additionally, such an inquiry will retrieve data from the Vehicle, Boat, Vehicle/Boat Part, and License Plate Files. It is not necessary to include name in this type of inquiry.

5.6 PROCEDURES FOR HANDLING A HIT

1. If the inquiry is made on an individual (i.e., traffic stop) and the encountering agency has no other reason for detaining the subject, appropriate procedures will depend upon whether state or local laws permit detainment and/or arrest.
 1. When an agency receives a record in response to an NCIC inquiry and 1) the whereabouts of the person inquired upon is known and 2) the person inquired upon appears to be identical with the subject of an ICE record, the agency must confirm the alien's status with the ICE at (877) 999-5372. After confirmation, the ICE will provide direction regarding the arrest/detention of the subject.
 2. When an agency receives a record in response to an NCIC inquiry and the whereabouts of the person inquired upon is not known, confirmation is not required by the ICE.
2. When an agency receives a record response to an NCIC query containing investigative interest information, the inquiring agency is not required to notify the investigative interest agency(s). If the investigative interest agency requests notification of all hits, this agency should place a Y in the Notify Investigative Agency (NIA) Field. Refer to the Other Transactions chapter of this manual for additional information on investigative interest supplemental records.

SECTION 6--LOCATE

There are no locate procedures for Immigration Violator File records.

SECTION 7--CLEAR

The ICE is the only agency authorized to clear an Immigration Violator File record. The clear procedures are the same as those for Wanted Person File records which are detailed in the Wanted Person File chapter.

SECTION 8--SUPPLEMENTAL RECORDS

The ICE is the only agency authorized to enter or cancel an Immigration Violator File supplemental record. The supplemental record procedures are the same as those for Wanted Person File records which are detailed in the Wanted Person File chapter.

SECTION 9--STOLEN/FRAUDULENT SUPPLEMENTAL RECORDS

The ICE is the only agency authorized to enter or cancel an Immigration Violator File stolen/fraudulent supplemental record. The stolen/fraudulent supplemental record procedures are the same as those for Wanted Person File records which are detailed in the Wanted Person File chapter.